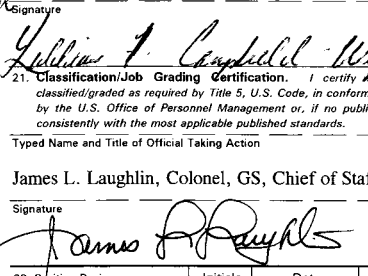


POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No. NL12565			
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL.		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Competitive Level Code 1103	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) - SES (Gen.) <input type="checkbox"/> SES (CRI)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 4 - Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		IT SPECIALIST (SYSANALYSIS)		GS		2210		11	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)				c. Third Subdivision Chief of Staff (CS)					
a. First Subdivision U.S. Army Materiel Command (AMC)				d. Fourth Subdivision Information Systems Division (CSI)					
b. Second Subdivision Simulation, Training and Instrumentation Command (STRICOM)				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor James McBrayer, Chief, Information Systems Division				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature 				Date 13 March 2002		Signature Date			
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position OPM Job Family PCS for Administrative Work in the Information Technology Group, GS-2200, May 01. Series covered by this Standard: Information Technology Management, GS-2210.					
Typed Name and Title of Official Taking Action James L. Laughlin, Colonel, GS, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Position is at the full performance level. BUS: 7777									

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)
U.S. Office of Personnel Management
FPM Chapter 295 USAPPC V1.00

INTRODUCTION

This position is located in the office of the Chief of Staff, Information Systems Division (CSI) within the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of army training devices: simulations and simulators; major test instrumentation; targets and threat simulators; and distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition with each phase of the acquisition process. CSI provides information technology products and services that are linked to STRICOM's business goals and objectives. CSI formulates command policy for automated information needs of STRICOM to ensure all data used to: track training device acquisition milestones; the logistics support for training devices; and contract and financial data; is maintained in a common database. CSI develops strategies for managing office automation initiatives to continuously enhance productivity within the Command.

The purpose of this position is to serve in matters pertaining to customer requirement analysis and managing the design, development, and implementation of computer systems. Particular emphasis lies in areas of planning and project management to clearly define business processes and customer requirements for information technology (IT) products.

MAJOR DUTIES

1. Serves as project manager for the analysis, evaluation, development and implementation of computer based systems used for managing the Command's varied office automation requirements. Assists senior analyst in leading Integrated Process Teams. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementation of IT capabilities with consideration to constraints such as time, schedule and performance. Achieves specific objectives within deadlines, tracks project requirements and generates project schedules which outline required resources. Monitors and evaluates contractor progress. Projects usually require innovative techniques in order to affect their solution. The major goal is to enhance and improve productivity in the office place.

25%

2. Serves as STRICOM Telecommunications Officer (TCO) responsible for the development of a telephone system usage control program that is cost effective and provides reasonable assurance that the telephone system is used in the best interest of the government. Serves as the Command System Administrator for servicing over

1000 stations for the Private Automated Branch Exchange (PABX). Responsibilities include customer requirement analysis, determinations, using detailed knowledge of system capabilities, detection of system errors and data analysis/validation. Responsible for the procurement, distribution and billing of phone cards and cellular phones charges. Interacts with various telecommunication vendors and Naval Air Warfare Center Training Systems Division (NAWCTSD) to meet the telecommunications requirements of the Command.

20%

3. Participates in the planning of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Provides weekly status reports on projects to supervisor.

15%

4. Responsible for the Command's Procurement System in support of meeting customer requirements for IT products and services. Tracks and monitors IT procurement requests. Coordinates with appropriate financial and support service personnel to ensure timely delivery of requested IT products and services. Reviews the internal policies and procedures pertaining to IT procurements. Based on this review and analysis makes recommendations to streamline the process and create a more timely response to the customer.

20%

5. Responsible for the Command's record management requirements. Make recommendations as to how IT principles may be applied to meet Department of the Army (DA) or Department of Defense (DOD) record management regulations.

10%

6. Keeps abreast of technology advances in the automation arena and makes recommendations pertaining to the new hardware and communications that will enhance STRICOM's business operations. Maintains continued communication within the Command's offices and outside activities such as other DoD commands and industry.

10%

Performs other duties as assigned

FACTOR 1 - KNOWLEDGE REQUIRED - Level 1-7 - 1250 Points

Broad knowledge and skill to assist in identifying and specifying business requirements for new and enhanced systems; prepare business cases and feasibility studies and; develop basic system specifications.

Thorough knowledge of contractual principles arrangements involving information technology (IT) to accomplish implementation projects using contracted IT resources.

Knowledge of STRICOM business units, processes and software applications to recognize opportunities to manage introduction of new technologies in those processes.

Knowledge in system capabilities, detecting system errors and data analysis/validation.

Knowledge of the Information Systems Division programs, objectives and characteristics of the resources and infrastructure, i.e. hardware, software, and telecommunications equipment in use at STRICOM.

Knowledge of project analytical methods as it applies to all aspects of the Command information systems.

Knowledge of design and development stages of software/hardware advanced technology products to formulate policies and strategies required to integrate new technology into the current hardware, software and communications architecture supporting business processes directly related to training and simulation technology programs.

Skill in project management.

Skill in planning, implementing and evaluating a wide variety of technology programs that support the objectives of training and simulation programs.

Skill as assistant lead to integrated product teams (IPTs).

Skill in problem identification and analysis techniques/reasoning and in the assessment of functional requirements directly related to support of training and simulation programs to generate an annual budget.

Ability to adapt precedents or make significant departures from previous approaches in determining information needs.
Ability to analyze business systems and processes and make recommendations for improvements.

Ability to analyze data and/or information and draw conclusions on quantitative and substantive qualitative information on own initiative.

Ability to use commercial software packages and custom information systems to record, track and report data as to management.

FACTOR 2 - SUPERVISORY CONTROLS - Level 2-4 - 450 points

Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the employee and supervisor develop mutually acceptable objectives which typically include identification of the work to be done, the scope of the projects, and deadlines for their completion. Incumbent plans and carries out assignments independently, analyzing requirements, interprets policies/procedures, and develops solutions in accordance with established mission objectives. Employee integrates and coordinates the work of others and resolves any conflicts that arise. The employee keeps management informed on the progress of projects, potential controversial matters or far-reaching implications. Completed work is reviewed from overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or achieving expected results.

FACTOR 3 - GUIDELINES - Level 3-3 - 275 points

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing information systems administration and management of functions, organizations and employees as well as STRICOM mission and function statements. Often these guidelines do not apply specifically to issues and problems or have gaps in specificity. Precedents are available outlining the preferred approach to more general problems or issues.

Incumbent uses judgment in researching choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues. Initiative is used in researching technologies to satisfy particular requirements. Incumbent demonstrates resourcefulness in assigned projects by integrating the work of multiple IT specialties, as assistant to senior analyst in leading projects. The employee applies judgment in evaluating and advising management on the advantages/impacts of incorporating new technology into the current hardware/software/communications architecture.

FACTOR 4 - COMPLEXITY - Level 4-4 - 225 points

Assignments consist of a variety of duties that involve many different and unrelated processes and methods pertinent to the IT field. They typically involve technical analysis, evaluation, development and implementation of computer based systems used for managing the Command's varied office automation requirements. Typical assignments require developing detailed plans, goals, and objectives for the implementation and administration of the

projects, and evaluating the effectiveness of the proposed projects.

Decisions about how to proceed in planning, organizing and conducting studies are complicated by unusual circumstances, the consideration of different approaches, and dealing with incomplete and conflicting data. Serves as assistant to senior analyst in leading the integration efforts of a design team consisting of multiple IT specialties in accomplishing individual components of the development efforts.

Options, recommendations, and conclusions developed by the incumbent requires judgment and originality by interpreting data, planning the work, and refining the methods and techniques being used. Works closely with the applications development team and customers throughout the software design process.

FACTOR 5 - SCOPE AND EFFECT - Level 5-3 - 150 points

Scope of the work involves a variety of common problems, questions, or situations that are dealt with in accordance with established criteria.

Work significantly affects the design, testing, implementation, operation, or support of IT systems; or the quality and reliability of services.

FACTOR 6, PERSONAL CONTACTS &

FACTOR 7, PURPOSE OF CONTACTS - 3c - 180 Points

Contact includes STRICOM Commander, Deputy to Commander, Directors, Project Managers, management analysts, budget analysts, program/project managers and other STRICOM managers. Contacts also are maintained with outside activities such as other DoD commands and industry. Within STRICOM, independently presents controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization.

Purpose of contact is to influence others to utilize particular technical methods or procedures, or to persuade others to cooperate in meeting objectives when there are problems in securing cooperation. Continual liaison with industry trading partners and others outside STRICOM required to exchange information and implement revised business practices.

FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 Points

Work is mostly sedentary. Some work may require walking and standing in conjunction with travel and to attendance at meetings and conferences away from the work site. Some employees may carry

light items such as papers, books, or small parts, or drive a motor vehicle. The does not require any special physical effort.

FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 Points

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

NON-CRITICAL ACQUISITION POSITION

The employee must meet DoD 5000.52-M requirements applicable to the duties of the position.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# NL12565

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."